

Attachment A
Homeless Services Oversight Council
By-Laws
(Revised June 23, 2009)

Purpose:

The purpose of the county-wide Homeless Services Oversight Council (HSOC) is to lead, facilitate, and provide oversight for the implementation of the 10-Year Plan to End Homelessness: One Person at a Time in San Luis Obispo County. Centralized and collaborative leadership and oversight of the 10-Year Plan to End Homelessness will increase partner participation and service coordination, increase programmatic efficiencies and enhance accountability of program delivery.

*'Homeless Services' includes both housing services and supportive services.

Role:

The role of the HSOC is to:

- a. Provide a planning and policy development forum with local jurisdiction and public and private service providers to increase local awareness and participation and to increase service coordination and efficiency
- b. Work with service providers and local jurisdictions to compile and monitor data and information regarding the number of homeless and service utilization
- c. Advise service providers of opportunities and best practices to improve access to services and to strengthen services
- d. Advocate and provide local jurisdictions with recommendations on public funding allocations based upon local needs and prioritized objectives within the 10-Year Plan to End Homelessness
- e. Work with public and private partners, donors and grant makers to establish financial resources for service coordination and implementation.

Duties:

Using the 10-Year Plan as a tool, the HSOC will:

1. Uphold and advocate for the implementation of the 10-Year Plan to End Homelessness objectives, revising the 10-Year Plan as needed
2. Prepare/approve annual goals and workplans for HSOC and the HSOC staff considering implementation activities, prioritized by urgency and resource availability, and monitor progress toward the goals
3. Coordinate the county's collaborative systems of care to strengthen planning and cooperation among homeless-serving agencies
4. Identify gaps and duplication of services and identify new programmatic configurations and models of housing and service provision
5. Establish county-wide priorities, in line with the 10-Year Plan, for interagency coordination, services, and projects and prepare estimated funding requirements for use in fund raising efforts
6. Recommend public funding allocations to local jurisdictions and organizations in line with 10- Year Plan to End Homelessness objectives and priorities /

- Endorse grant applications to local jurisdictions to ensure compliance with 10-Year Plan objectives
7. Provide a forum for clarifying perceptions and expectations among agencies and between agencies and the community
 8. Monitor homeless data to support improvements to service utilization
 9. Identify critical homeless issues within the County, appoint ad hoc task forces or sub-committees to study issues and recommend solutions
 10. Receive and share information about public and private agencies and programs relating to homeless services; serve as 'clearinghouse' for best practices
 11. Develop annual goals and objectives for review and support by the County Board of Supervisors and the seven City Councils, including results from prior year's activities
 12. Review critical legislation and issues in homeless services to determine and direct public education efforts as necessary
 13. Participate as requested by the local jurisdictions in decisions, both fiscal and programmatic, relating to homeless services in San Luis Obispo County and its incorporated cities

Membership:

Appointments/re-appointments to the Council will be made annually in July.

Membership is provided as follows:

- County Board of Supervisors, 1 member
- City Council Members, 7 members, one from each municipality
- County Government Service Providers, 2 members, selected from Behavioral Health, Planning, Social Services, Veterans Services, Probation
- Non-profit Service Providers, 3 regional members
- Affordable Housing Developers, 2 members
- Local Businesses/Business Organizations, 3 members
- Law Enforcement, 1 member
- Local Academic Institution, 1 member
- Local Health Provider, 1 member
- Local Faith Community, 1 member
- Interested Community, 2 members, preferentially with homelessness experience

In effort to broaden the base of support and increase collaborative participation, the HSOC will have no more than two voting representatives, staff or Board members, from an agency or organization.

With a 2/3 vote, the Council will have the authority to modify its membership.

Appointment of Members:

For the first year of the HSOC's formation, the members will be nominated and accepted by the 10-Year Plan to End Homelessness' Leadership Council. The list of accepted members will be submitted to the San Luis Obispo County Board of Supervisors for approval.

In subsequent years, prospective members shall apply to the HSOC. The HSOC will submit its list of recommended new members to the Board of Supervisors for approval.

Alternates – Members may be represented by formally designated alternates. The formally designated alternates must have the power to commit the agency to action. Each member will notify the Council Chair in writing of their alternate.

Member Attendance:

Members shall be considered in good standing if they, or their designated alternate, miss no more than three (3) regular meetings without cause throughout the operating year. The Executive Committee shall evaluate the participation of members missing more than three regular meetings before the HSOC is notified.

Officers:

The officers of the HSOC shall be a Chair, Vice Chair, and three Co-Chairs; representing the Finances Sub-Committee, Supportive Services Sub-Committee and Housing Services Sub-Committee. They shall be elected by the membership of the HSOC at the regular HSOC meeting in June, to take office in July. The term of office shall be one year. A person may hold the same office position for no more than three consecutive years.

Duties of Officers:

The duties of the Chair shall include:

- a. Oversee the operation of the HSOC and Executive Committee and preside at all meetings and represent, or designate representation, the HSOC as appropriate in other functions
- b. Call special meetings as necessary
- c. Establish special committees and appoint ad hoc committee chairpersons as needed
- d. Prepare the agenda of HSOC meetings in coordination with Co-Chairs and Homeless Services Executive Director (a staff)
- e. Coordinate and participate in annual meetings with members of the elected bodies of the local jurisdictions.

The duties of the Co-Chairs shall include:

- a. Act as Chair in that person's absence, as designated
- b. Convene meetings and coordinate activities of the standing Finances Sub-Committee, Supportive Services Sub-Committee and Housing Services Sub-Committee
- c. Conduct other duties as assigned

Nomination and Election of Officers:

Nomination of officers shall be made by a nominating committee appointed by the Chair. There may also be nominations made from the floor. The nominating committee

shall be appointed in April and shall present a slate to the HSOC at its regular meeting in May, with the election to take place at the regular meeting in June.

Voting will be done by secret ballot or by voice vote, at Chair's discretion. The candidate receiving the highest number of votes shall be considered elected.

Vacancies of Offices:

Should the office of Chair be vacated, the members of the HSOC shall choose one of the Co-Chairs to complete the term of office. The position of the Co-Chair chosen to assume the Chair shall be filled by a person selected by the respective committee s/he represents (Finances, Housing or Supportive Services).

Vacancies in other offices shall be filled by appointment of the Chair subject to the ratification of the HSOC by simple majority vote.

Executive Committee:

The Executive Committee shall be comprised of the HSOC officers. The Executive Committee shall meet monthly at least seven days prior to the regular meeting of the HSOC. The Executive Committee shall coordinate the preparation of HSOC annual workplans and meeting agendas and will coordinate performance review of the Homeless Services Executive Director.

Standing Sub-Committees:

The HSOC shall maintain at least three standing Sub-Committees: Finances, Supportive Services and Housing Services. Each Sub-Committee shall have an elected Co-Chair, who will convene meetings and coordinate Sub-Committee activities. Members of the standing Sub-Committees can be drawn from the HSOC membership and from partner organizations, entities and the community, including consumers. Ad-Hoc Sub-Committees will be formed as needed for specific purposes.

Meetings:

The HSOC shall meet monthly at a time and date determined by its members. Changes may be made by a majority vote of the HSOC at any regular meeting. Special meetings may be called, having given 48 hours notices of the purpose to all members, by the Chair or of a majority of the HSOC. Meetings shall be conducted in accordance with the provisions of the Brown Act (Government Code, Section 54950) and under Robert's Rules of Order.

Quorum:

One half of the duly appointed members, plus one, shall constitute a quorum. A majority votes shall be a majority of those present and voting.

Agenda:

The agenda for the regular meetings shall be prepared in consultation with the Executive Committee and distributed by the Executive Director to each member at least seven (7) days prior to the meeting. The agenda may be accompanied by agenda

support materials. Copies of the agenda shall be posted as required by the Brown Act and made available to the public at each meeting. The agenda shall allow time for presentation of non-agenda items.

Agenda Deadline:

All matters to be included on the printed agenda must be submitted to the Chair, or Chair's designee, at least ten (10) days prior to the meeting.

Posting of Meeting Notices, Agendas, and Minutes:

Copies of meeting notices, agendas, and meeting minutes for regular and special meetings shall be posted at the required sites.

Minutes:

Minutes shall be taken and distributed by the Executive Director or a person appointed by the Chair. The Chair shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for the next meeting.